

**Purpose****Purpose**

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Savings Bond** service is located in the 'My Pay' workset in ESS. Employees will use the **Savings Bonds** service to enroll, or make election changes, in the state's savings bond program. Employees can select a bond series type, the bond denomination amount, and define the amount they would like deducted from each paycheck.

**NOTES:**

- Deductions maintained in this service will be deducted from each paycheck (until the employee stops the deduction).
- When creating a new deduction the system will use a default start date based on the pay periods. The first deduction will appear in the paycheck associated with that pay period. For example, if you create the deduction in ESS on June 13, the system will use the start date June 2. The pay period of June 2 - 16 will be paid on July 1.

**Trigger**

Use this service in Employee Self-Service (ESS) to enroll and make changes in the state's savings bond program.

**Prerequisites**

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

**Menu Path**

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Pay ➔ Savings Bonds

**Transaction Code**

ESS

**Helpful Hints**

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

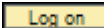
## Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

### Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

### MySCEmployee Updates

- **MySCEmployee System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- **Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- **MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- **If you have not taken the Employee Self Service overview course**, we encourage you to as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at [www.sceis.sc.gov/page.aspx?id=158](http://www.sceis.sc.gov/page.aspx?id=158).
- **The MySCEmployee Reference Guide** and other support materials are available at [www.sceis.sc.gov/page.aspx?id=166](http://www.sceis.sc.gov/page.aspx?id=166)
- **If your agency requires you to enter time**, SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2.

### Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

5. Click the Employee Self-Services tab

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

History | Back | Forward

Employee Self-Service provides South Carolina employees with easy access to information and services.

### My Employee Search

Quick Links  
[Who's Who](#)

### My Pay

\*Bank Information (Direct Deposit)  
\*Employment Verification  
\*W-4 Tax Withholding  
\*Voluntary Deductions  
\*Savings Bonds  
Quick Links  
[Pay Statements](#)

### My Benefits

\*Employee Insurance Program Websites  
\*Retirement Forms  
Quick Links  
[MyBenefits - Employee Insurance Program](#)

### My Career

\*Training and Development  
Quick Links  
[State Jobs](#)

### My Working Time

\*Quota Overview  
\*Time Statements  
\*Holiday Schedule  
\*State Employee Leave Package  
Quick Links  
[Record Working Time](#)  
[Time Conversion](#)  
[Leave Request](#)

### My Personal Info

\*Address and Emergency Contacts  
\*Personal Data

### My Travel and Expenses

\*Expense Reports  
\*Travel Requests



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
	Select the workset <b>TAB</b> . The workset tabs are located below the main ESS tab.
	Click the <b>ICON</b> for the workset.
	Click the main <b>LINK</b> for the workset.


The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Savings Bonds** service, click the link [Savings Bonds](#).
8. Perform one of the following:

To	Go To
Create a NEW Savings Bond enrollment.	Step 10
Change an existing Savings Bond election.	Step 13
Stop enrollment (deduction) of an existing	Step 15

Savings Bond.

9. The overview screen for **Savings Bonds** is displayed:

Welcome esstrain4, **MySCEmployee**  
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Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Savings Bonds

1 Overview 2 Edit

**Savings Bond Enrollment**

Current Savings Bond Elections

Bond Series	Denomination Amount	Deduction Amount	Start Date	End Date
I	5,000.00	5.00	06/17/2009	

New Edit Stop Deduction

## 10. Create a New Savings Bond Enrollment

To create a new Savings Bond enrollment click **New**.

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Welcome Employee Self-Service

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Savings Bonds

Savings Bonds

1 Overview 2 Edit

### New Savings Bond

**Savings Bond Purchase**

Pay Period Start Date: 10/02/2009

Bond Series: I

Bond Denomination Amount: 1,000.00

Bond Deduction Amount: 2.50

**Savings Bond Denomination**

Name: Mary Ann Simons

SSN/Tax-ID: 999991107

House No/Street: 9823 Forrest St

City/State: Columbia SC

Zip/Country: 29212 US

Beneficiary/Co-Owner: ☒ Beneficiary ☐ Co-Owner

Name:


SSN/Tax-ID:

Previous Step Save Exit

11. As required, complete/review the following fields:

Field	R/O/C	Description
Pay Period Start Date	R	From the drop-down, select a start date for the deduction to begin. The drop-down will default to the start date of the current pay period. However, employees can select to start it for future pay period (up to 10).
<p>Note: When creating a new deduction the system will use a default start date based on the pay periods. The first deduction will appear in the paycheck associated with that pay period</p> <p>Example: if you create the deduction in ESS on June 13, the system will use the start date June 2. The pay period of June 2 - 16 will be paid on July 1.</p>		
Bond Series	R	From the drop-down, select one of the following values:
		<ul style="list-style-type: none"> <li>I Bond</li> <li>EE Series</li> </ul>
Bond Denomination Amount	R	From the drop-down, select the Bond Denomination Amount you are purchasing. This is the value of the bond at maturity.

Bond Deduction Amount	R	Enter the amount you would like deducted. The amount defined here will be deducted from your paycheck each pay period (unless you make changes or stop the deduction in ESS). The Name of the bond owner.
Name	R	Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information. The Social Security Number of the bond owner.
SSN/Tax-ID	R	Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information. The House and Street Address of the bond owner.
House No/Street	R	Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information. The City of the bond owner.
City	R	Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information. The State of the bond owner.
State	R	Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information. The Zip Code of the bond owner.
Zip	R	Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information. The Country of the bond owner.
Country	R	Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information.
Type: Beneficiary/Co-Owner	R	Select the applicable radio button for Beneficiary or Co-Owner.
Name	O	Enter the Name of the beneficiary or co-owner.
SSN/Tax-ID	O	Enter the Social Security Number of the beneficiary or co-owner.

**12.** Enter the Savings Bond information and click .

Welcome esstrain4, **MySCEmployee**  
powered by **SCERS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Savings Bonds

Savings Bonds

1 Overview 2 Edit

**Savings Bond Enrollment**

Current Savings Bond Elections

Bond Series	Denomination Amount	Deduction Amount	Start Date	End Date
I	5,000.00	5.00	06/17/2009	
I	1,000.00	2.50	10/02/2009	

New Edit Stop Deduction



The Overview table displays all active Savings Bond enrollments, indicated with no End Date. Any historical records will always have an end date and will also be displayed in the Overview table.

### 13. Change an Existing Savings Bond Election

To change your elections in an existing Savings Bond, select the record from the Overview table and click

Edit



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Welcome Employee Self-Service

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Savings Bonds

Savings Bonds

1 Overview 2 Edit

### Change Savings Bond

**Savings Bond Purchase**

Pay Period Start Date: \* 12/02/2009

Bond Series: \* I

Bond Denomination Amount: \* 5,000.00

Bond Deduction Amount: \* 10.00

**Savings Bond Denomination**

Name: \* Mary Ann Simons

SSN/Tax-ID: \* 999991107

House No/Street: \* 9823 Forrest St

City/State: \* Columbia SC

Zip/Country: \* 29212 US

Beneficiary/Co-Owner: ☒ Beneficiary ☐ Co-Owner

Name:

SSN/Tax-ID:



Make the applicable changes (such as the Deduction Amount, etc.).

**Pay Period Start Date (drop-down):** For changes, the effective date will default to the start date of the current pay period. However, employees can select to start it for future pay period (up to 10).

14. Enter the election changes and click **Save**.

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Welcome Employee Self-Service

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**Savings Bonds**

Savings Bonds

1 Overview 2 Edit

**Savings Bond Enrollment**

Current Savings Bond Elections

Bond Series	Denomination Amount	Deduction Amount	Start Date	End Date
I	5,000.00	5.00	06/17/2009	12/01/2009
I	1,000.00	2.50	10/02/2009	
I	5,000.00	10.00	12/02/2009	

New Edit Stop Deduction



Note: The changed record is displayed in the Overview table as new 'active' record (no End Date). The history of the changes is displayed as a separate line item with an End Date.

### 15. Stop Enrollment (Deduction) of an Existing Savings Bond

To Stop enrollment (deductions) of an existing Savings Bond, select the record from the Overview table and click **Stop Deduction**.

Welcome esstrain4, **MySCEmployee**  
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Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

**Savings Bonds**

**Savings Bonds**

1 Overview 2 Edit

**Savings Bond Enrollment**

**Current Savings Bond Elections**

Bond Series	Denomination Amount	Deduction Amount	Start Date	End Date
I	5,000.00	5.00	06/17/2009	10/16/2009
I	1,000.00	2.50	10/02/2009	
I	5,000.00	10.00	12/02/2009	
E	200.00	2.50	08/02/2009	

New Edit Stop Deduction

**15.1.** The following pop-up window will open:

The screenshot shows the MySCEmployee web application interface. The user is logged in as 'esstrain4'. The navigation bar includes 'Welcome', 'Employee Self-Service', and a menu with 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', and 'My Benefits'. The 'Savings Bonds' section is active, showing a 'Savings Bond Enrollment' screen. A progress bar indicates two steps: '1 Overview' and '2 Edit'. The 'Current Savings Bond Elections' table is displayed with the following data:

Bond Series	Denomination Amount	Deduction Amount	Start Date	End Date
I	5,000.00	5.00	06/17/2009	10/16/2009
I	1,000.00	2.50	10/02/2009	
I	5,000.00	10.00	12/02/2009	
E	200.00	2.50	08/02/2009	

Below the table are buttons for 'New', 'Edit', and 'Stop Deduction'. A 'Stop Deduction Confirmation' dialog box is open, displaying the following text:

**Stop Deduction Confirmation**

You have elected to end enrollment. Depending on the timing of your request, your deduction will stop on the next possible pay cycle. Click Ok to stop deductions.

The dialog box has 'OK' and 'Cancel' buttons at the bottom.



- Click **OK** to continue and Stop the Deduction.
- Click **Cancel** to go back to the overview table. No changes will be made.

**16.** For the purpose of this exercise, click **OK** to stop the deduction.

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Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

**Savings Bonds**

Savings Bonds

1 Overview 2 Edit

**Savings Bond Enrollment**

Current Savings Bond Elections

Bond Series	Denomination Amount	Deduction Amount	Start Date	End Date
I	5,000.00	5.00	06/17/2009	10/16/2009
I	1,000.00	2.50	10/02/2009	
I	5,000.00	10.00	12/02/2009	
E	200.00	2.50	08/02/2009	10/16/2009

New Edit Stop Deduction



Note: When stopping a deduction, the record will have an end date that is equal to the last day of the current pay period.



Note: If you stop a deduction that was recently created, and has not yet been processed through payroll, the record will be deleted entirely (e.g. there will be no history on the Overview table).

**Result**

You enrolled, or made changes, in the state's savings bond program.